Call to Order
The LSUS Staff Senate meeting was called to order by Senator Nicki McLain, Treasurer, at 11:04 a.m. on Tuesday, November 12, 2013. Staff Senators present included: Nicki McLain, Daniel Miller, Linda Wimbley, Fermand Garlington, Rebecca Chiles, Lance Cole, and Rene Pallay.

Approval of Minutes
After the Pledge of Allegiance, the minutes for the October 2013 meeting were approved with no changes. The motion was made by Senator Miller and seconded by Senator Chiles.

President's Comments
President Wojcik was absent this meeting. Senator McLain welcomed new senators Rene Pallay and John Stevenson to the Staff Senate.

Treasury Report
Treasurer Senator McLain reported the previous balance of the Staff Senate Support Fund was $2,703.82. Since the last meeting, we have collected $105.32 in payroll deductions resulting in a new balance of $2,809.14.

Administrator Reports
Chancellor: Dr. Paul Sisson
- Thanked all involved in putting on the LSU vs. Alabama tailgate party on November 9th. Despite the less than perfect weather, turnout was about like last year and we will likely continue this event in future years.
- Next year we may be able to use equipment provided by the City of Shreveport as a result of recent efforts to strengthen LSUS’s ties to our local community.
- Commented that he and Dr. John Vassar, Provost, recently traveled with a group of about 50 local leaders to tour the city of Birmingham, Alabama, to learn some of the things that Birmingham is doing right.
- Announced that Liz Swaine, director of the Downtown Shreveport Development Authority, will be speaking at the December commencement ceremony.

Business Affairs: Mike Ferrell, Vice Chancellor
- No new updates at this time.
- Encouraged LSUS employees to support the LSUS Pilots basketball teams when possible.

Student Affairs: Dr. Randy Butterbaugh, Vice Chancellor
- Echoed the chancellor’s sentiments in thanking all involved with the LSU/Alabama tailgate party.
- Announced that Preview Day is this Friday (November 15) and will showcase all that LSUS has to offer to prospective students and their parents. Currently, 192 students have RSVP’d to the event, so we are expecting a big crowd. Encouraged employees to welcome these visitors to campus when possible and show them our LSUS hospitality.
- Also mentioned that Liz Swaine will be the speaker at commencement.
Human Resources: Bill Wolfe, Director

- Thanked the employees that worked on the Office of Risk Management (ORM) audit. LSUS received the highest score possible.
- Reminded everyone that an email was sent earlier in the week regarding the new unclassified personnel performance evaluations. We will be using the same forms and procedures as used for classified employees. Evaluators who did not participate in one of the classified employee evaluation training sessions will need to come to one of the training sessions scheduled. Date and times are available in the email. These new evaluations will begin January 1, 2014, and any questions should be directed to HR.

Old Business/Current Business

Tuition Exemption: No new updates.

Salary Adjustment: Updated by Mike Ferrell.
- HR, Payroll, and ITS are working on a plan to process the adjustments.
- Payments will be issued in January, March, and June of 2014.

Holiday Luncheon: Senators Miller and Chiles gave updates.
- Invitations were sent out via email to regular employees. Retiree invitations will be mailed today. RSVP no later than November 26 (the Tuesday before Thanksgiving).
- The menu has been set and letters have gone out requesting door prizes.
- The YDMS Sound show choir will be providing entertainment for the event.
- Reminder: The luncheon is on Thursday, December 5, from 12:30-2:00 in the UC Ballroom. Note the new time for the luncheon was set to allow more faculty members to attend since it is finals week.

LSUS Strategic Plan: Senator Chiles reported for Dr. John Vassar.
- There was a meeting with community leaders in October.
- The committee is currently compiling and analyzing feedback from faculty, staff, and students.

CFCU Finance Workshop: Updated by Senator Miller.
- Andrea McKnight, CFCU representative, has prepared a presentation.
- They are currently working to find a date that does not conflict with other LSUS events.

Basketball Tailgate Party: Updated by Senator Wimbley.
- Contacted Kyle Blankenship and Chad McDowell.
- Looking at dates in the spring when most of the double-headers will be played.
- Basketball games are going on now. The teams need our support!

New Business

Staff Senate Support Membership Drive: Updated by Senator McLain.
- Drive is supposed to coincide with the Holiday Luncheon.
- Senator McLain will get with others on the Executive Committee to determine when the email will go out.

Speak Your Peace Initiative:
- Senators reviewed the nine rules outlined in the Speak Your Peace document that was distributed at the last meeting.
- Senator Miller motioned that the LSUS Staff Senate adopt a resolution to support this initiative and the nine Speak Your Peace rules. The motion was seconded by Senator Cole, and passed by a unanimous vote of the senators present.
Senator Reports/ Committees

Chancellors Search Committee: Updated by Kristen Fiser, Associate Director of Human Resources.

- Met with the consultant in October, and the applicants have been narrowed down to 10 potential candidates.
- Next, he will start interviewing the 10 candidates in December.
- After the interviews, he will narrow the field to 3 to 5 candidates who will then be brought to campus.

Budget Crisis Committee: The committee has not met since the last meeting, so there are no updates.

FORCE Committee: No updates were available on this committee.

Tobacco Free Legislation Committee: Updates by Senators McLain and Cole.

- This committee met in October and was split into two groups: Policy and Implementation.
- The Policy group has drafted a policy for LSUS using other tobacco-free institution policies as a guide.
- The next committee meeting is tomorrow (November 13).
- The legislation becomes effective August 14, 2014.

Comments

Kristin Fiser of HR gave a reminder that although annual enrollment is over, the Hartford is extending the deadline to enroll in their guaranteed $10,000 minimum employee life insurance coverage plan until November 29, 2013.

Adjournment

There being no other business, the meeting was adjourned at 11:35 a.m. The motion to adjourn was made by Senator Chiles and seconded by Senator Wimberly.